

**SWC# 215 – Liquefied Propane Contact  
Information and Special Instructions**

**Summary/Background Information:** This statewide contract covers those products commonly referred to as liquefied petroleum gases (LPG) applicable to products intended for use as domestic, commercial, industrial and engine fuels (hd5). It includes the purchase and delivery of propane. There are two Contractors, who have been awarded counties across Tennessee. This is not a fixed-price contract; it is an indexed price contract.

The contract price (mark-up) includes the cost of all tank installation, regulator, shutoff valves and gauge installation and replacement, use of equipment (tanks, cylinders), initial leak testing, required operational instruction of agency personnel and period inspections/maintenance of Contractor owned equipment to meet all safety requirements. Appropriate documentation must be provided by Contractor to the agency regarding tank ownership.

Contract price does not include modifications to interior appliances to meet safety code requirements or additional piping required beyond the exterior wall of a building to bring a facility up to safety code compliance or the addition of compliance. The delivery schedule is to be coordinated with the agency contact.

**Contract Administrator Information**

Lindsey Lattner  
Category Specialist - Commodities  
Central Procurement Office  
(615) 741-9282  
Lindsey.Lattner@tn.gov

<b>Contracts Awarded</b>	
Region 1	Marsh LP
Region 2	AmeriGas
Region 3	AmeriGas
Region 4	AmeriGas

**Vendor Contact Information:**

List all vendors contact information in the following format:

Company name	Marsh LP Gas Co Inc
Contract Number	47747
Vendor Number	0000145652
Name of contact person	Chris Marsh
Position of contact	Account Representative
Phone number(s) of contact	888-239-2308 or 423-639-7226

Mailing address of contact 253 Baileyton Road  
Greeneville, TN 37745

Email address of contact [chris@marshpet.com](mailto:chris@marshpet.com)

Company name AmeriGas  
Contract Number 47580  
Vendor Number 0000000395  
Name of contact person Dawn Stevenson  
Position of contact Account Representative  
Phone number(s) of contact 610-768-3601  
Mailing address of contact 460 N. Gulph Road King of Prussia, PA 19406  
Email address of contact [Dawn.Stevenson@amerigas.com](mailto:Dawn.Stevenson@amerigas.com)

**Contract Period:**

Total Number of Years if all Options are exercised: 5

- Start Date: October 1, 2017
- Initial End Date: September 30, 2019
- Final End Date: September 30, 2022

**Special Instructions:**

SWC 215 was awarded by region. Lines items contain the following information:

- Region
- Unit of Measure (UOM)
- Number of Gallons Purchased (0-4999 or 5000+)
- Price (Mark-up)

EXAMPLE:

Line No.	Item ID	Description	Region	UOM	Mark-up
1	1000138706	Gas, Propane (LPG) 0-4999 gal	Region 1	GA	\$0.4941
2	1000138720	Gas, Propane (LPG) 5000+ gal	Region 1	GA	\$0.1892

Each region has two line items which consist of the fuel ranges and pricing. The pricing for each line item consists of a “mark-up,” which is the delivery fee, to the associated region, for the propane. This price is added to the price of propane per gallon. Like other fuel pricing, the pricing of propane is not fixed and fluctuates daily. Please contact the Contract Administrator for directions on how to obtain the daily fuel price. Further instructions for how to use SWC 215 are below.

Pricing of Propane is calculated by adding the Daily Posted Propane Price by the contract mark-up price.

#### EXAMPLE

Fuel Price + Contract Price (Mark-up) = Total Propane Price

#### **Verifying the Propane (LGP) Price:**

The Procedure for verifying the Daily Commodity Price is as follows:

1. Select the day propane was delivered and record the price per gallon listed in the spreadsheet.
2. Next, go to the Edison contract (56322, 56325) that lists the region you are in and the mark-up price/number of gallons purchased.
3. Record the mark-up price and add it to the price per gallon of fuel on the day of delivery.
4. Multiply the Total Propane Price by the number of gallons of propane received to derive the total payable amount.
5. Compare this price to the price on the invoice.

#### **Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please click on the “Agency Upgrade User Guide” link on the following page:

<https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

#### **Billing and Payment Instructions:**

There are no special billing or payment instructions for this contract. Please follow your agency specific rules for billing and payments. The payments terms and be found at [supplier.edison.tn.gov](http://supplier.edison.tn.gov)